

Pike County, GA Government

Position Descriptions for Classifieds – Help Wanted

Administrative Assistant - Responsibilities for full-time position include general office, clerical and administrative functions inherent to the Tax Assessors' Office with opportunity for growth and development into Appraiser I responsibilities with additional certification and training. General office equipment skills, oral and written communications competencies, personable office presence and strong customer relations skills are necessities. Must be 21, with high school diploma or GED. Starting salary of \$18,500 with employee benefits package.

Pike County is an Equal Opportunity Employer, Drug-free Work Place and requires valid Georgia driver's license and satisfactory motor vehicle record for all positions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. These job descriptions do not constitute employment agreements and are subject to change by the employer as the needs of the employer and requirements of the job change. Interested applicants for either position should apply in the office of the Pike County Board of Commissioners at 79 Jackson Street, Zebulon.

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